



## ASYNCHRONOUS ELECTRONIC DISCUSSION (AED) REVIEWER'S QUICK GUIDE

Thank-you for agreeing to review NIH grant proposals using AED. While this review format eliminates the need to travel, it does introduce some additional challenges for participation. This quick guide will help you overcome many of these participatory challenges.

### Important Considerations:

- Because the discussions are asynchronous, spreading out your participation over the duration of the meeting ensures that discussions proceed to their natural conclusion. Please plan on logging in 5-6 times per day and to commit sufficient time to make a meaningful contribution. Spending 4-6 hours per day may be necessary.
- You are being asked to score every application and contribute to the best of your ability to all discussions in the meeting, not simply those applications specifically assigned to you. Passive listening is not possible in AED, so reading the discussion threads for each application is important prior to final scoring.
- The assigned reviewers should initiate the discussion for an application and provide sufficient introductory comments to bring all panel members up to speed on an application quickly.
- The Chair has responsibility for stimulating discussions and ensuring that the discussion threads are summarized adequately before final scoring.
- AED employs a secure web-based interface that is accessible only with a username and password. Your SRO has sent (will send) the meeting site URL and a special password to you. Your NIH eCommons name serves as your username for the meeting.
- Access to the AED meeting can be complicated by browser compatibility issues and security restrictions that might be in place between your institution and the NIH AED servers. While all of the major browsers are supported, older versions may not work properly. The AED Team strongly recommends: Internet Explorer 6+, Firefox 1.5+ (all platforms), Netscape 8.1+ (Windows), Netscape 7.2+ (Unix/Linux), Mozilla 1.7+, or Safari 2.0+
- For help with any technical issues, including logon and website problems please email the CSR AED Support team directly at [csraedsupport@csr.nih.gov](mailto:csraedsupport@csr.nih.gov).

### Logging into an AED Meeting

- Open a new internet browser window and turn off any popup blockers.
- Copy and paste the meeting website URL provided to you separately by the SRO into the browser address line.
- On the logon screen presented (see below), enter your username (your NIH eCommons username) and password (provided to you separately by the SRO). If you do not get the logon screen shown below, please contact CSR AED Support and we will work with you to identify the problem.

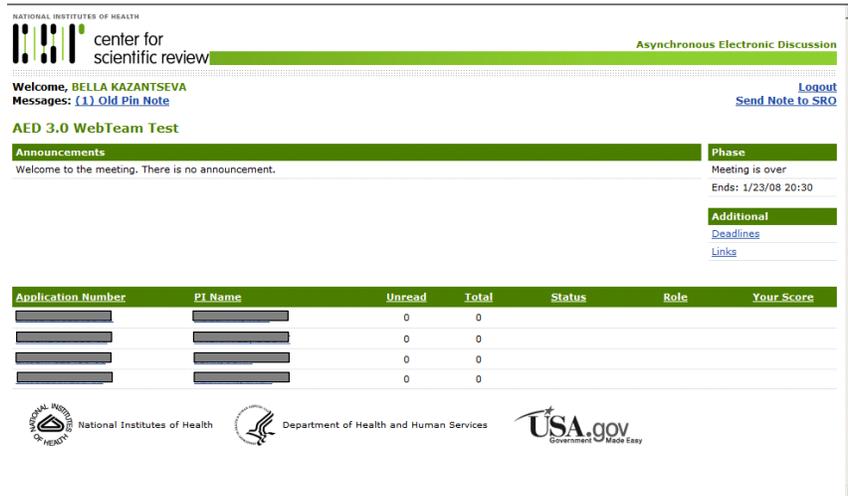
A screenshot of a web browser window showing a "Sign In" form. The form has a yellow header with the text "Sign In". Below the header, there are two input fields: "User name:" and "Password:". To the right of the "Password:" field is a "Sign In" button. Below the input fields is a checkbox labeled "Sign me in automatically". The browser window has a blue border and a small icon in the top left corner.

- If your logon credentials are accepted, you will see a Warning Notice about the confidentiality of the meeting and two buttons to either accept or decline this confidentiality agreement. In some browsers, additional messages might pop up and you should click OK to proceed through them. In some browsers, you might also get a bad

certificate warning. Please ignore (bypass) this warning, as the security of the meeting is not in any way compromised by this warning.

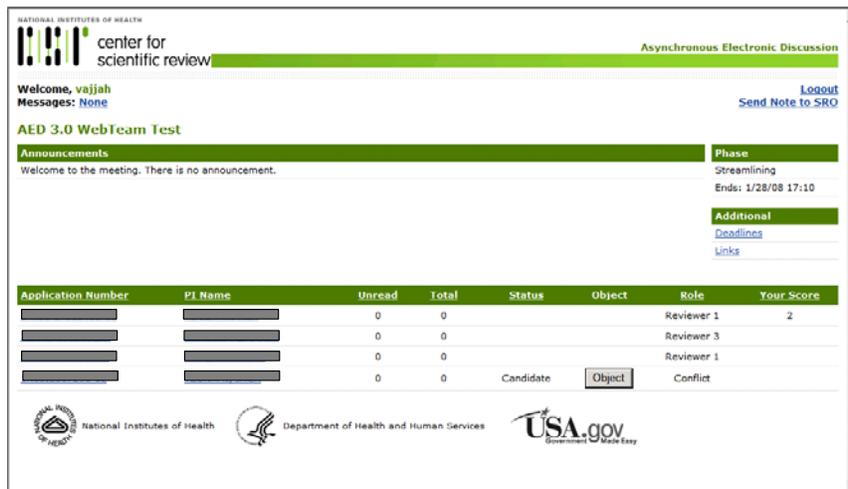
- Upon acceptance of the agreement, you will either see the meeting homepage or, if you logon prior to the meeting start date, a message that the meeting has not yet started.

### Meeting Home Page



- Any general announcements from the SRO and Chair are displayed along the top in the announcements section.
- The application table is shown along the bottom and can be sorted on any of the columns by clicking on the column header. Click again to change the sort order (toggle between ascending and descending).
- Access to an application discussion thread is through the *PI Name* or *Application Number* link.
- The phase of the meeting is indicated in the upper right, along with an indication of when that phase ends. Actual deadlines for each phase are accessible through the deadlines link in additional section.
- Any message sent to you by the SRO will appear next to the Messages header along the top of the screen
- Sending a private note to the SRO is possible with the link in the upper right hand corner.

### Streamlining Phase Considerations



- Applications on the streamlining list will be indicated by the phrase “Candidate”
- You may object to a streamlining candidate by clicking or pressing the OBJECT button associated with that application. This will then make that application open for discussion by the panel.

- When the streamlining phase ends, candidate applications not objected to will become unscored applications and will not be discussed further by the panel.

## Application Discussion

The screenshot displays a web interface for application discussion. At the top, it shows the application ID '1-R01' and a 'Next Application' button. Below this, there are links for 'Application Documents' and 'Open Discussions' (Application Discussion, Budget Discussion). The main content area is divided into two sections: 'Scoring (SRO View)' and 'Application Discussion'.

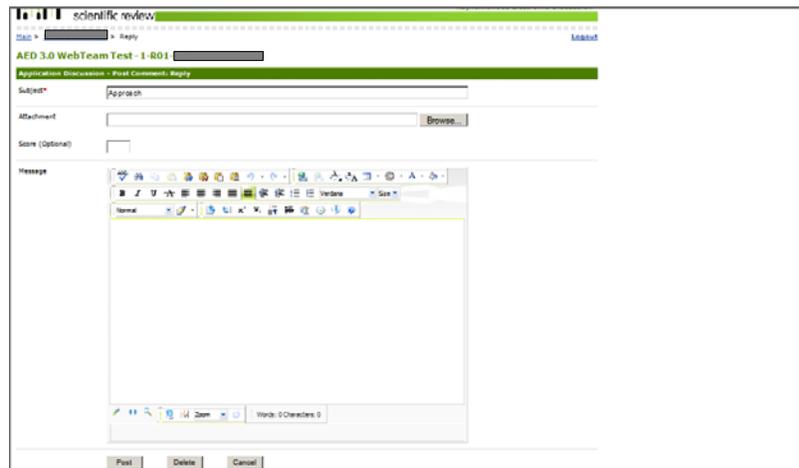
The 'Scoring (SRO View)' section contains a table with the following data:

Reviewer	Start	Current	Private
* [Redacted]		2	
* [Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			

Below the table is a 'Score' button. The 'Application Discussion' section contains two paragraphs of text under the heading 'Approach'. The first paragraph describes a study comparing ranibizumab and bevacizumab in monkeys. The second paragraph discusses the treatment of neovascular age-related macular degeneration. At the bottom right of the discussion area, there is a timestamp '1/20/2008 4:38:44 PM' and links for 'Edit' and 'Reply'.

- Separate discussion sections are provided for issues that are score-driving (Application Discussion) and non-score driving (budget and administrative). If human or animal subjects are employed, separate sections for these topics will appear. Please be sure to post comments in the appropriate section.
- You can post a comment (and score) by clicking the post a new comment link in the appropriate discussion section or the Score button below the Scoring table.
- The scoring table is in the upper right hand corner:
  - Assigned reviewers (in alphabetical order) are indicated by an asterisk before their name, along with their starting, or IAR, preliminary scores.
  - Scores entered by both assigned and unassigned reviewers appear in the *Current* column during the discussion phase and are visible by all. Panel members are encouraged to enter a score when posting a comment.
  - Scores entered during the private scoring phase appear in the *Private* column and are visible only to the SRO.
- Application documents are available through the links along the left.
- Navigating between applications can be done through the pull-down list or the next/previous links.

## Posting Comments



The screenshot shows a web browser window titled "scientific review". The page header includes "Home", "Reply", and "Logout" links. The main content area is titled "AED 3.0 WebTeam Test - 1-RD1" and "Registration Discussion | Post Comments, Reply". The form fields are: "Subject" with the text "Approach", "Attachment" with a "Browse..." button, and "Score (Optional)" with an empty input field. Below these is a "Message" section containing a rich text editor with a toolbar and a large text area. At the bottom of the form are "Post", "Delete", and "Cancel" buttons.

- Use the Post button at the bottom of the screen to submit your comment to the discussion thread. If you navigate away from this screen without hitting the POST button, your comments will be lost.
- Because of security restrictions, do not allow the posting window to remain open for more than 5 minutes. If you anticipate entering a long comment, please do so in your word processor and then paste it to the posting screen.
- The comment editor allows for specialized formatting, but please refrain from choosing very large or small text. Ordinary text, font size between 10 and 12, is likely sufficient.